

## **ACCOUNT OPENING REQUIREMENTS** **Clubs, Associations & Societies**

To help us understand your business, and comply with banking regulations in Singapore, we would require the following documents. You are kindly requested to follow these requirements in order to make the account opening process faster and smoother for you:

- Completed Corporate Account Application Form  
\* Signed by authorised signatories as per the board resolution
- Board of Director's Resolution sanctioning the opening of the account and the signatories to the account
- Photocopy of Certificate of Registration  
OR  
Photocopy of Publications of Notifications in the Government Gazette  
OR  
Photocopy of Letter from Registry of Society for application via ROS systems
- Photocopy of Memorandum & Articles of Association OR Constitution OR Bye-Law
- Extract of the Minutes of Meeting
- Photocopy of IC/Passport of the following persons
  - 2 directors
  - All authorized signors

We would like to highlight the following to your attention:

- (1) Original documents should be produced to bank staff for verification. If not, the photocopy of the documents must be certified as true copy by a Director or Secretary. In the case of passport/IC, the party certifying cannot be the IC holder himself/herself.
- (2) Kindly initial on every page of the account opening documentation which is not signed.
- (3) All signatures (including all authorised signatories and signatures on the board resolution) are to be verified by a DBS staff/Notary Public.
- (4) Minimum deposit for account opening applies.

Should you require any further assistance, please do not hesitate to call our Helpdesk at 1800-222-2200 or email us at [contactgts@dbs.com](mailto:contactgts@dbs.com)